



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

New Sunoco Credit Card Provider

The Office of Foreign Missions (OFM) recently learned that *Sunoco* has informed its foreign mission customers that it is requiring the completion of a *Tax Exemption and Reporting Enrollment Form* and a *Certificate of Buyer of Taxable Fuel* from all foreign mission and international organization community members who hold active tax-exempt credit cards with Sunoco.

Sunoco requires the completion of the certificate and form to renew accounts that were previously authorized by OFM. All foreign mission personnel wishing to maintain their current tax-exempt accounts with Sunoco must complete and sign both the *Tax Exemption and Reporting Enrollment Form* and the *Certificate of Buyer of Taxable Fuel* and return both documents directly to Sunoco at P.O. Box 639, Portland, ME 04104. **Please note that this expedited option is available only to foreign missions or their members who currently have a valid Sunoco Sun Trak “tax-exempt” credit card.**

Additionally, if foreign missions or their members intend any use of their Sunoco “tax-exempt” credit card for purchases of gasoline or diesel fuel in the state of New York, the mission or its members must also complete Form FT 505.1 (attached) and submit the document directly to Sunoco. A copy of FT 505.1 can either be obtained from OFM or downloaded online at <http://www.state.gov/documents/organization/116456.pdf>.

Information concerning the provision of tax-exemption on the purchases of gasoline and diesel fuels is available at OFM's website at www.state.gov/ofm/tax/.

For additional questions or comments concerning this information please contact OFM by telephone at (202)-895-3500 extension 2, by email at OFMTaxCustoms@state.gov, or the nearest OFM Regional Office.

March 16, 2009